

FINAL



**WEARE BOARD OF SELECTMEN
MEETING MINUTES
August 16, 2010**

PRESENT: TOM CLOW, CHAIRMAN; RICHARD W. BUTT, VICE CHAIRMAN; DONNA OSBORNE, SELECTMAN; KEITH R. LACASSE, SELECTMAN

TOWN ADMINISTRATOR: Naomi Bolton

RECORDING SECRETARY: Cherry Palmisano

GUESTS: Lisa Johnston, Tina Connor, Frank Campana

7:00 p.m. Chairman Clow called the meeting to order.

PUBLIC COMMENT – Mr. Frank Campana said that he was looking at the minutes of April 5, 2010, a meeting in which he attended and asked questions regarding the Fire Department and the EMTs. He said that the discussion was regarding the duties of the EMTs when not out on call. Mr. Campana said he remembers making comments in the past regarding what these personnel will be doing when not out on call and at the time the Board did not know what the duties would be of those personnel. He asked if the Board has invited the Fire Department in or received an update from the Fire Department regarding the duties of these personnel when not out on call. Chairman Clow said the Board has not held a formal discussion with the Fire Department regarding the EMT personnel but they have received informal updates regarding the condition of the building since they were hired. Chairman Clow said this service represents an emergency service. He said the town wants them to use their time wisely, but we are paying for the insurance to have those emergency personnel available. Mr. Campana would like to know their job descriptions. Vice Chairman Butt said they have asked the Fire Department for a list of calls to assure the public they are making the calls and not asking for mutual aid. He said that the income from the ambulance calls is paying for the emergency personnel and part of that revenue is also supporting equipment purchases. Vice Chairman Butt said it is the job of the Fire Chief and Board of Fire Wards to establish the job descriptions of those personnel. He is concerned with it being a program that is self supporting. Selectman Lacasse said last time they spoke with the Fire Department they mentioned the building being in better shape since the hiring of those EMTs.

Mr. Campana commented that at the last regular meeting of the Selectmen when they were discussing the K-9 unit he noticed at least one officer out in the hall, maybe two. Mr. Campana said this is not the first time he has seen the room with a number of officers in it. He questions how many of those officers present are on duty and why they are not out on the road. Mr. Campana said he spoke with Chief Begin and asked him if the officers were on duty and he was told they were. Mr. Campana asked if the town is paying those officers, should they be paid to listen to the meeting or should they be out on the road. He is not sure that is the best use of the taxpayer's money and stated that this was not an isolated incident.

APPOINTMENT TO AGRICULTURAL COMMISSION – Chairman Clow asked Ms. Lisa Johnston what interests her in joining the Agricultural Commission. Ms. Johnston said that her interest started with the Farmers Market. She started attending the meetings and realized they needed more help and she decided to join. Selectman Lacasse asked what is going on at the meetings. Ms. Johnston said they discuss topics such as soils,

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which is a big interest to her because she sells real estate in town and this helps to provide her with more information.

Selectman Lacasse moved, Selectman Osborne seconded to appoint Lisa Johnston to the Agricultural Commission as an alternate member. Passed 4-0-0

REVIEW FINANCES – Mrs. T. Connor said that when you look at the whole picture the revenues do not look quite as bad. Chairman Clow commented on tax revenue being in good shape. Vice Chairman Butt said that one area that steadily increases is penalties and interest of property taxes and he looks at this as a liability not as revenue. Mrs. T. Connor said she would have to look back at those prior years to see when the interest was recorded. Vice Chairman Butt commented on it not being cash on hand and is money owed to the town. Mrs. T. Connor said the interest is not recorded until it is actually earned. Chairman Clow said through the whole process he looks at the adopted amount; they have to meet the amount they budgeted for in each category. Mrs. T. Connor said that the interest will dwindle in through October and the town charges 12% for the first year and then 18% if over a year in interest charges. Vice Chairman Butt said this is a problem in the town because it is going up every year. Mrs. T. Connor said when she was going through the deeding process this year she was shocked to see how many parcels were on there.

Naomi Bolton, Town Administrator, commented on the \$60,000 estimate in revenue shortfall that she mentioned at the last meeting and said that it was really closer to \$41,000 due to the printout she was looking at. Chairman Clow commented that Evelyn Connor estimated less in revenue than she did last year. Chairman Clow said even if the revenues were to drop another \$40,000 they would still be within what was projected for the year for revenues. He said that they also expect \$154,000 to come in from the Block Grant.

Mrs. T. Connor said she will be going around to departments this week for revisions. The Land Use Department revenue is only \$200 under what was projected and the Police Department revenue will be close to what was projected after receiving the funds for the SRO. The Transfer Station has almost met their anticipated revenue for the year and PARC will be over the \$15,000 projected for the year.

Vice Chairman Butt said if when they set the tax rate they are at what was projected in revenue the tax rate will be what they projected, but if they have less revenue than what was projected they will have to increase the tax rate or make adjustments in expenditures. He said that he still feels they should look at efficiencies.

The Board will review the revised revenue estimates on August 30th at their Manifest meeting.

Mrs. T. Connor informed the Board she can provide them with a comparable for billing from the Fire Department.

Chairman Clow said when they pass a collective bargaining agreement and put the cost of that agreement in the warrant it is very difficult to predict the overtime. Mrs. T. Connor said she is not sure if they can estimate an overtime amount to include in the warrant. Vice Chairman Butt said it did look like the Police Department overtime was out of control, but when coupled with total wages, accounting for attrition, and the need to provide for 24 hour coverage, he felt it is understandable. Mrs. T. Connor said the overtime for the K-9 officer should come from drug forfeiture fund; this was not done before. There is a balance of \$1,000 in the drug forfeiture fund currently. It was discussed that initially the dog was accepted as a gift, but they never accepted the gifts for the dog or funds for purchasing a new dog. Private funds purchased a new dog and the Board needs to accept it as a gift and the care for the dog should also be accepted as a gift. The drug forfeiture fund is a fund of its own and is not reflected as revenue; funds are used to purchase things for the Police Department. Expenditures from the drug forfeiture fund are approved by the Board, after the fact, in the Manifest.

It was mentioned that there are vouchers from December that have still not been moved for the Fire Department as well as interest on investments. Mrs. Bolton, Town Administrator, will ask for the transfers to be made.

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MANIFESTS

Chairman Clow moved, Selectman Lacasse seconded, to authorize the Board of Selectmen to sign Manifest and order the Treasurer to sign checks dated August 19, 2010. Passed 4-0-0

Accounts payable	\$40,155.95	
Gross Payrolls	\$35,321.55	(Includes Taxes, Credit Union, Police Detail)
	\$-94.74	(Void check error)
	<u>\$64.59</u>	(Check correction)
Total	\$75,447.35	

MEETING MINUTES

Selectman Osborne moved, Selectman Lacasse seconded to approve the minutes of August 2, 2010 as written. Passed 4-0-0

Selectman Lacasse moved, Selectman Osborne seconded to approve the minutes of August 9, 2010 as written. Passed 4-0-0

ADMINISTRATIVE REPORT – Naomi Bolton, Town Administrator, informed the Board that the Fire Department Secretary received three quotes for the air conditioner repairs. Selectman Lacasse commented on the difference between the low bid and the second bid being less than \$200 and said that the second bid has listed disposal and reclaiming of the current refrigerant in the system. Vice Chairman Butt said this is a maintenance item that should be covered by the town and not be specific to the Police or Fire Department. He feels that one company should provide the service to both sides of the Safety Complex. The Fire Department Secretary is requesting to take the money from the Capital Reserve Fund. The Board discussed this is a maintenance item.

Selectman Lacasse moved, Vice Chairman Butt seconded to accept the bid from Pro Controls for work associated with removing and replacing the air condition compressor for \$1,893.75 with the funds to come from the Capital Reserve under the stipulation that the price includes reclaiming and disposing of the refrigerant currently in the system and includes as much R-22 for the job as required.

Vice Chairman Butt feels this is a maintenance item and should not come from the Capital Reserve Fund and should come out of the Fire Department's operating budget.

Chairman Clow said when they previously discussed the purchase order procedures they left the door open to take from another line within that budget to cover the expense.

Vice Chairman Butt would like to amend the motion to authorize the expenditure from the Fire Department's operating budget.

Selectman Lacasse moved, Vice Chairman Butt seconded to amend the motion to state that the expenditure will come from the Fire Department Building Maintenance Line, which will be over expended and will have to be covered by another line. Passed 4-0-0

Naomi Bolton, Town Administrator, informed the Board that the Safer Grant was denied.

Naomi Bolton, Town Administrator, informed the Board that she received a letter from New Boston looking for someone to walk the New Boston/Weare town line. Selectman Lacasse volunteered and requested the contact information of Weare residents whose property is on the line so that he can contact them.

Naomi Bolton, Town Administrator, told the Board that she added "the Selectmen request that employees notify the town of retirement six months before, but no later than December 1 of the preceding year, to aid the town with budgeting" to the Personnel Policy where she felt it was appropriate. She will email the amended language to all Board members for review. Vice Chairman Butt asked to reference the NH State Retirement Law, which is no earlier than 90 days and no less than 30 days notification, within the Personnel Policy.

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Naomi Bolton, Town Administrator, said she has completed the addendum to the lawn care contract with Bruce Richards. The addendum states that the contractor will contact the Cemetery Trustees and the Board of Selectmen one week prior to Memorial Day to update them on the status of spring clean up on all cemeteries, which is to be completed prior to Memorial Day. Chairman Clow would rather the addendum state two weeks before for a meeting time to meet with Cemetery Trustees. He said this will serve as a firm reminder for the conditions of the cemeteries and to spell out his plan on getting cemeteries done on time.

The Mildred Hall Advisory Committee would like to meet with the Board in September to discuss setting aside \$600,000 and their need to file with probate. Chairman Clow said they can meet with the committee on September 13th.

Chairman Clow moved, Selectman Lacasse seconded to enter into non public session @ 8:46 p.m. pursuant to the authority granted in RSA 91-A:3II (a&c). A roll call vote was taken, Vice Chairman Butt – yes; Selectman Osborne – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 4-0-0

Chairman Clow moved, Selectman Lacasse seconded to come out of non public session @9:38 p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Osborne – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 4-0-0

Selectman Osborne moved, Selectman Lacasse seconded to seal and restrict. Passed 4-0-0.

ADJOURNMENT

A True Record.

Cherry Palmisano, Recording Secretary